



LOANS AND OPERATOR
CERTIFICATION SECTION
ALABAMA DEPARTMENT OF
ENVIRONMENTAL MANAGEMENT

P.O. Box 301463
Montgomery, Alabama 36130-1463

Phone: 334-271-7796
Fax: 334-279-3051
WEB: www.adem.state.al.us

OPERATOR CERTIFICATION EXAMINATION REQUIREMENTS

WATER

- Grade I**-12 months experience/Up to 6 months substitution for training courses.
Grade II-18 months experience (Grade II plant) 24 months experience (Grade I or II combined)/Up to 9 months substitution for training courses.
Grade III-24 months experience (Grade III) 36 months experience (Grade II or III combined)/Up to 12 months substitution for training courses.
Grade IV-24 months experience (Grade IV) 36 months experience (Grade III or IV combined)/Up to 12 months substitution for training courses.

WASTEWATER

- Grade I**-12 months experience/Up to 6 months substitution for training courses.
Grade IC-12 months experience/Up to 6 months substitution for training courses.
Grade II-18 months experience (Grade II plant) 24 months experience (Grade I or II combined)/Up to 9 months substitution for training courses.
Grade III-24 months experience (Grade III) 36 months experience (Grade II or III combined) /Up to 12 months substitution for training courses.
Grade IV-24 months experience (Grade IV) 36 months experience (Grade III or IV combined)/Up to 12 months substitution for training courses.

15 hours of approved training courses = 3 months experience

Working experience is based on a 40 work week.

LOANS AND OPERATOR CERTIFICATION UPDATE

EDITION 4 MARCH 2004

WHAT MAKES A CERTIFIED OPERATOR IMPORTANT?

By Aubrey White

As an operator of a water or wastewater system, you hear it all the time. “Why do you need more staffing?” “Why does it cost so much to run the treatment plant?” “Can’t we just get one of our office workers certified?” These questions reflect a lack of understanding of how important certified operators are, and how being an operator is more than just passing a test.

Fifty years ago the role of an operator was very different. Often nothing more than a laborer or – in larger systems – a plumber or electrician, operators in those days did little more than make sure the pumps ran and sewage didn’t seep into basements. With implementation of the Clean Water Act and the Safe Drinking Water Act, however, the skills and knowledge required for an operator increased dramatically. Today, operators must possess a working knowledge of various environmental laws and regulations. They must have the patience and social skills needed to interact with customers and concerned citizens. Often the job of dealing with environmental groups, media, and elected officials falls to the certified operator. Finally, the traditional skills of keeping complex pumping and treatment systems running is far more difficult today than in the past. It is not uncommon for operators to have experience in computer programming, electronics, and engineering technology.

One of the biggest problems facing operators today is that the local decision makers (board members, managers, and elected officials) often fail to recognize the dedication and expertise that most operators display every day in their jobs. Public utilities are no match for new city parks, resurfaced roads, or even new police cars when it comes to accolades from the public. In many towns, the treatment plant has the highest technology in everyday use but few know about it.

How can we overcome the image most people have of water and wastewater operators? Is there anything an operator can do to convey the importance of what they do? Indeed, there are several things you can do to better educate the public and decision makers:



INSIDE THIS ISSUE:

NEW WATER AND WASTEWATER OPERATORS	2
DO YOU KNOW WHEN YOUR CERTIFICATE EXPIRES	4
2003 EXAM RESULTS & 2004 EXAM SCHEDULE	5
EXAMINATION REQUIREMENTS	8

CONGRATULATIONS!

TO OUR NEW CERTIFIED OPERATORS

Mr. Danny Amason	Water Grade I	Mr. Eric Farley	Water Grade IV
Mr. Lawrence Aspinwall	Water Grade III	Mr. Ramon Feazell Jr.	Water Grade IV
Mr. Kevin Baker	Water Grade I	Mr. Matt Findley	Wastewater Grade IC
Mr. Eric Barlow	Wastewater Grade IC	Mr. Kristopher Findley	Wastewater Grade III
Mr. Joshua Baxley	Water Grade I	Mr. Willie Franklin	Wastewater Grade IV
Mr. James Beauchamp	Wastewater Grade III	Mr. Perry Freeman	Water Grade II
Mr. Brian Beavers	Wastewater Grade I	Mr. Art Freeman	Wastewater Grade II
Mr. Bryan Belk	Water Grade III	Mr. Gary French	Wastewater Grade IC
Mr. Michael Bice	Wastewater Grade IV	Mr. Robert Furtado II	Water Grade II
Mr. Kevin Blackwood	Water Grade I	Mr. James Garner	Water Grade I
Mr. Steven Blankenship	Water Grade I	Mr. Darron Gray	Water Grade I
Mr. Christopher Brackeen	Water Grade I	Mr. Michael Hall	Wastewater Grade IC
Mr. John Bramblett	Water Grade IV	Mr. Shawn Haller	Wastewater Grade II
Ms. Wendy Bray	Wastewater Grade IV	Mr. Heath Harris	Wastewater Grade IC
Ms. Kimberly Browder	Wastewater Grade II	Mr. Frank Henley	Water Grade II
Mr. Ted Butler	Wastewater Grade IC	Mr. Chadwick Hennis	Water Grade III
Mr. Jim Caudle	Wastewater Grade III	Mr. Mark Henson	Water Grade I
Mr. Gregory Chappell	Water Grade II	Mr. Robert Hill	Wastewater Grade IV
Mr. Roy Coley	Wastewater Grade I	Mr. William Hill	Water Grade I
Mr. Joe Collier	Water Grade I	Mr. Daniel Holland	Water Grade III
Mr. John Connelly Jr.	Wastewater Grade IC	Ms. Sondra Hood	Wastewater Grade IC
Mr. Johnny Corkerin	Water Grade I	Mr. Steven Horshok	Wastewater Grade IC
Mr. Johnny Corkerin	Wastewater Grade I	Mr. Stephen Howard	Wastewater Grade III
Mr. James Cornelius	Water Grade II	Mr. Matthew Irons	Wastewater Grade IV
Mr. Collin Daly	Water Grade I	Mr. Carey Jackson III	Water Grade I
Mr. Christopher Davis	Wastewater Grade IV	Mr. Steven James	Water Grade III
Mr. Robert Davis	Water Grade II	Mr. Jeffery Jefferson	Wastewater Grade IC
Mr. Kevin Davis	Wastewater Grade III	Mr. Richard Jones	Water Grade II
Mr. Dwight Dearmon	Water Grade III	Mr. David Kulavich	Wastewater Grade III
Mr. Heracio Delgado	Wastewater Grade II	Mr. William Linville	Water Grade III
Mr. Kenneth Deramus	Wastewater Grade IV	Mr. Daryl Long	Water Grade II
Mr. Jomo Dixon	Water Grade IV	Mr. Rodney Lowe	Wastewater Grade IC
Mr. Robert Dixon	Water Grade I	Mr. Robert Lumpkin Sr.	Wastewater Grade IV
Mr. Jeffery Donald	Water Grade II	Mr. Max Maddox	Water Grade III
Mr. Willie Eaton Jr.	Water Grade IV	Mr. Jason McClure	Wastewater Grade II
Mr. Joe Ellenburg	Water Grade I	Mr. David McCombs	Wastewater Grade IV

1.

Be an expert on what you do. It may sound strange, but it is important that you know your job better than anyone else. Your superiors will learn to trust your judgment, and you will quickly develop a reputation as a professional. Along these same lines, become familiar with the jobs that others in your system perform and how you fit in the overall operation. On the best football teams, the backs, receivers, and linemen know what the others are doing at all times – the same goes for quality utility personnel.
2.

Project a professional image. If you act like an unskilled laborer, that is exactly how the public will treat you. A positive attitude, coupled with a genuine enthusiasm for your job will go a long way towards elevating your status as a professional.
3.

Educate the decision makers. Generally, those in charge want to know at least the basics of how water and wastewater systems operate – and no one is better suited to educating them than you. Whenever possible take time to explain operational changes or needs, especially when an increase in funding is required.
4.

Become an ambassador to your community. It can be of great benefit to you to share your knowledge with citizens in the area. Building friendly relations with local environmental groups, members of the media, and even schools can be of tremendous benefit to you personally as well your employer. Encourage guided tours of your facilities, especially when new or upgraded facilities are placed in service.

These are just a few tips that have been helpful to other operators. I'm sure you can think of many more that will help you to build strong relationships with local leaders and citizens. As your job grows more and more complex, it is important for the profession to show that being a certified operator is more than just having a certificate on the wall.

Aubrey White is Chief of the Loans and Operator Certification Section. Have an idea for future articles? Send your suggestions to him via email at ahw@adem.state.al.us.

2003 EXAMINATION RESULTS

<u>DATE</u>	<u>LOCATION</u>	<u>PASSED</u>	<u>APPLICANTS</u>	<u>PASSING%</u>
<u>3/4/2003</u>	<u>ARWA</u>	<u>68</u>	<u>167</u>	<u>40.72%</u>
<u>5/13/2003</u>	<u>HUNTSVILLE</u>	<u>48</u>	<u>119</u>	<u>40.34%</u>
<u>7/1/2003</u>	<u>AWPCA</u>	<u>44</u>	<u>142</u>	<u>30.99%</u>
<u>10/16/2003</u>	<u>Mobile</u>	<u>80</u>	<u>152</u>	<u>52.63%</u>

2004 OPERATOR CERTIFICATION EXAM SCHEDULE

<u>MARCH</u>	<u>16</u>	<u>MONTGOMERY-(ARWA ANNUAL CONFERENCE)</u>
<u>JUNE</u>	<u>10</u>	<u>HUNTSVILLE</u>
<u>AUGUST</u>	<u>3</u>	<u>MOBILE-(AWPCA ANNUAL CONFERENCE)</u>
<u>NOVEMBER</u>	<u>16</u>	<u>BIRMINGHAM</u>

6. Approved Training Course

[illegible]

Do you have a high school diploma or GED? Yes _____ No _____
Please list the school or institution where you received the diploma or GED?

Please list date of Graduation or date you received your GED?

Division 10 Regulations require that you have a High School Diploma or GED in order to be eligible to take the Water or Wastewater Certification Examination.

DO NOT
WRITE IN
THIS
COLUMN

**Total Number
Of Months in
Each Section**

7. Experience Record

Beginning with your present position, list and describe only positions which relate to water or wastewater system operations. Water and wastewater experience must be listed separately and designated as such. In describing your work be specific as to duties, responsibilities and number of persons you supervised, if any. Stress only work experience related to the license for which you are applying.

(IF ADDITIONAL SPACE IS NEEDED, ATTACH SUPPLEMENTAL SHEETS)

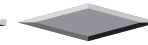
Name and Address of Employer		List Your Job Duties (Must Be Completed)	
Title of Present or Last Position	Grade System/Plant		
Dates of Employment (Month & Year)	Time Employed		
From: To: Yrs. Mos.			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time If part time, give number of Hrs. worked per Week.			

Name and Address of Employer		List Your Job Duties (Must Be Completed)	
Title of Present or Last Position	Grade System/Plant		
Dates of Employment (Month & Year)	Time Employed		
From: To: Yrs. Mos.			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time If part time, give number of Hrs. worked per Week.			

Name and Address of Employer		List Your Job Duties (Must Be Completed)	
Title of Present or Last Position	Grade System/Plant		
Dates of Employment (Month & Year) Time Employed From: _____ To: _____ Yrs. _____ Mos. _____			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time If part time, give number of Hrs. worked per Week.			


DO NOT WRITE BELOW THIS LINE	Total Acceptable Experience	_____	Months
	Total Required for Grade	_____	Months
	Balance	_____	Months
	Date Eligible for Certification	_____	

CONGRATULATIONS!
TO OUR NEW CERTIFIED OPERATORS



Mr. Leon McCord III	Wastewater Grade IC	Mr. Bruce Taylor Jr.	Wastewater Grade IV
Mr. Tim McCoy	Wastewater Grade IV	Mr. Bruce Taylor Jr.	Wastewater Grade II
Mr. Randall McCoy	Water Grade I	Mr. Jerry Terrell	Wastewater Grade II
Mr. Fred McCoy	Wastewater Grade IV	Mr. Gregory Thompson Jr.	Wastewater Grade III
Mr. James Morgan	Wastewater Grade II	Mr. Jerry Tillman	Wastewater Grade IC
Mr. Wade Morrison	Water Grade IV	Mr. Joseph Turner	Water Grade I
Mr. Dave Mulder	Water Grade I	Mr. John Vaughn Jr.	Water Grade III
Mr. Herschel Norramore	Wastewater Grade I	Ms. Vickie Watkins	Water Grade II
Mr. Christopher Patterson	Wastewater Grade IV	Mr. James Weaver	Wastewater Grade IC
Mr. Sammy Perrin	Water Grade III	Mr. Matthew Welch	Wastewater Grade IC
Ms. Lynn Phillips	Water Grade II	Mr. Dewey Willard	Water Grade III
Mr. John Pratt	Wastewater Grade III	Mr. Aaron Wilson	Water Grade IV
Mr. Thomas Read Jr.	Wastewater Grade IV	Mr. James Wood	Wastewater Grade II
Mr. Timothy Rigby	Water Grade IV	Mr. Ronald Woodard	Wastewater Grade I
Mr. Scotty Roberts	Wastewater Grade II	Mr. Timothy Yelverton	Wastewater Grade IC
Mr. Derek Robinson	Water Grade I	Mr. Brent Zeanah	Water Grade I
Mr. Kenneth Samples	Water Grade I		
Mr. Gregory Sandlin	Water Grade I		
Mr. Jonathon Sawyer	Wastewater Grade I		
Mr. Jonathan Scott	Wastewater Grade III		
Mr. Tommy Segars	Wastewater Grade IC		
Mr. Terry Sellers	Water Grade IV		
Ms. Lisa Skelton	Wastewater grade IC		
Ms. Jeaniece Slater	Water Grade I		
Mr. Chad Smith	Water Grade III		
Mr. Adam Smith	Wastewater Grade II		
Mr. Rufus Smith Jr.	Wastewater Grade IC		
Mr. Larry Smith	Water Grade II		
Mt. Joseph Sprigg	Water Grade III		
Mr. David Stafford	Water Grade II		
Mr. David Stafford	Wastewater Grade III		
Mrs. Shannon Starling	Wastewater Grade IV		
Mr. Jamey Sullivan	Wastewater Grade II		
Mr. Anthony Tatham	Water Grade II		
Mr. Charles Tatum	Wastewater Grade IC		
Mr. Jason Taylor	Wastewater Grade II		

*OPERATORS LISTED ON THESE PAGES
BECAME CERTIFIED DURING THE JULY
AND OCTOBER EXAMINATIONS IN
2003.*



*THE FOLLOWING PEOPLE PASSED A
CERTIFICATION EXAM IN MAY 2003
AND WERE NOT INCLUDED IN THE
LAST EDITION OF THE LOANS AND
OPERATOR CERTIFICATION UPDATE*

David McCall	Water Grade II
Harold Hubbard Jr.	Water Grade III

OPERATORS LISTED ON THESE PAGES
BECAME CERTIFIED DURING THE JULY
AND OCTOBER EXAMINATIONS IN
2003.



THE FOLLOWING PEOPLE PASSED A
CERTIFICATION EXAM IN MAY 2003
AND WERE NOT INCLUDED IN THE
LAST EDITION OF THE LOANS AND
OPERATOR CERTIFICATION UPDATE

David McCall	Water Grade II
Harold Hubbard Jr.	Water Grade III

DO YOU KNOW WHEN YOUR CERTIFICATION EXPIRES?

Wastewater and Water certifications expire three years from the date of issuance. Renewals are sent 120 days prior to your expiration date. If you haven't received yours, or it has been misplaced and it is nearing your renewal date, contact the Loans and Operator Certification Section to have a duplicate renewal form issued or you can download one through our web site. Some things to remember about the renewal process.

- * It is the responsibility of the operator to know his or her expiration date.
- * The renewal fee is \$25.00.
- * Continuing education hours required: 1 certification - 24 hours / 2 certificates - 30 hours (15 per certificate)
- * The late fee is \$50.00 in addition to the renewal fee.
- * A renewal form must be received by ADEM at least 30 days before the certificate expiration date or it is considered late.
- * A certification may be renewed up to 180 days after the expiration date.
- * An operator whose certification has expired CANNOT be the operator of record for a system and CANNOT work a shift as the only operator on duty. There is no grace period for the system.
- * 180 days after the expiration an operator must retest to be certified.
- * An operator can be subject to disciplinary actions if he or she is found to be operating with an expired certification.



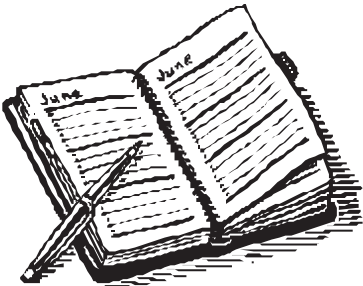
ONLINE RENEWALS ARE NOW AVAILABLE



If you would like to renew your certification online, you may do so at www.adem.state.al.us. Be prepared to pay for your renewal with VISA or Mastercard.

THE CLEAN WATERSHED NEEDS SURVEY IS COMING SOON!

The 2004 Clean Watershed Needs Survey is tentatively scheduled to begin June, 2004. The purpose of the CWNS is to assess construction costs for needed wastewater collection and treatment projects. Conducted every 4 years, this national survey is summarized and submitted to the U.S. Congress where it plays an essential role in determining federal fund allocations to the states. This means that complete and proper documentation of needs enables Alabama to receive its fair share of federal grant funds. We need your help in gathering data, so please look for more information in the coming months to make this year's survey another success.



STATE OF ALABAMA
WATER AND WASTEWATER OPERATOR CERTIFICATION APPLICATION

Any applicant wishing to take an examination for certification shall complete this form and ensure that it is received in the office of the Operator Certification Program no later than 30 days proceeding the date of the examination. Failure to comply with this deadline will result in rescheduling for the next available exam. A sixty dollar (\$60.00) non-refundable application fee must accompany the completed application to allow processing. Checks must be made payable to ADEM-Operator Certification.	MAIL APPLICATION TO WATER & WASTEWATER OPERATOR CERTIFICATION PROGRAM: Department of Environmental Management P. O. Box 301463 Montgomery, Alabama 36130-1463	THIS AREA FOR OFFICE USE ONLY Approved _____ Disapproved _____ Date Reviewed _____ By _____ Eligibility Date _____ Exam Date _____ Exam Results _____ Certificate No. _____ Issue Date _____ Renewal Date _____
	I, the undersigned, do hereby affirm and swear, under oath, that I am the said applicant; that all statements made an information contained in this application are true and correct to the best of my knowledge and belief. I further affirm that I am familiar with the Operator Certification Law (22-25-1 through 15) and ADEM Regulation 335-10, and I understand that in receiving a certificate from the Department of Environmental Management, I bind myself to be governed by these requirements. Further, I voluntarily consent to a thorough investigation of my employment and other activities for the purpose of verifying my qualifications for the certificate requested. Date _____ <div>(Signature of Applicant)</div>	
APPLICATION FOR: (Circle One) Water Grade I II III IV Wastewater Grade IC I II III IV		
(USE TYPEWRITER OR PRINT PLAINLY USING BLACK INK) APPLICATION MUST BE FILLED OUT COMPETELY AND PROPERLY OR IT WILL NOT BE PROCESSED APPLICATION FOR: (check one) EXAMINATION () RECIPROCAL () IF APPLYING FOR AN EXAMINATION, LIST THE EXAM DATE YOU PREFER _____ 1. Name Mr. () Ms. () (First) (Middle) (Last) (Home Telephone) 2. Home Address _____ (Street Number and Name) (Work Telephone) _____ (City) (State) (Zip) (County) 3. Employer (Name of System) _____ PWSID # _____ NPDES # _____ Address _____ 4. Present Certification Water/Grade _____ Operator # _____ Expires _____ Wastewater/Grade _____ Operator # _____ Expires _____ 5. Date of Birth _____ Place of Birth _____ SS Number* _____ *The disclosure by the applicant of his/her Social Security Number is mandatory and is used solely for the purpose of record keeping. ADEM requires this disclosure by virtue of regulations which are in accord with Sec. 7(a)(2)(a) of P.L. 93-579 which allows this disclosure solely for record keeping purposes. Complete the back of this application fully to allow a full evaluation of the application.		